

DOR
6.455

DORN SCHUFFMAN, DEPARTMENT DIRECTOR

CHAPTER Human Resources	SUBCHAPTER Staff Development	EFFECTIVE DATE 2/15/2003	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Educational Stipend Applications		AUTHORITY Section 630.050 RSMo		HISTORY See Below
PERSON RESPONSIBLE Deputy Director, Human Resources			SUNSET DATE 7/1/06	

PURPOSE: Prescribes policies and procedures for processing educational stipend applications.

APPLICATION: Applies to department facilities.

(1) Facility officials may have employees apply to the department for educational stipends of \$1,000 a month. Applicants shall present the DMH Form 8202, Application/Contract for Educational Stipend, to their heads of facilities for approval. Facility officials may also find non-employee students willing to obligate selves for service after graduation in return for educational stipends of \$600 a month.

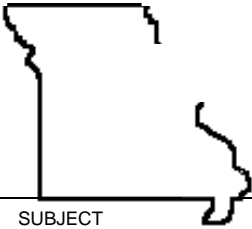
(A) Heads of facilities shall review the applications and complete DMH Form 8211, Facility Justification and Recommendation of Approval for Educational Stipend. Heads of facilities may recommend approval of the applications under the following criteria:

1. the facility has budgeted vacant positions in the desired classifications;
2. the facility has documented its unsuccessful recruitment efforts to fill the vacant positions;
3. the facility would have funds available to pay the applicant while going to school and pay the applicant after finishing the education;
4. the facility can spare the employee to be on leave;
5. the facility has verified that the individual has been accepted in the course of study;
6. the facility needs the expertise to be acquired by applicant to meet accreditation, certification, or other operational requirements;
7. the facility has exerted efforts to consider minorities for the stipends;
8. the facility has considered minorities in its applicant pool.

(B) Heads of facilities shall submit recommended applications and the justification forms at least ten (10) days before the stipend begins to the department Deputy Director for Human Resources to circulate to members of the department Central Office management team for review and recommendation of approval or denial of the application.

(C) The Department Director shall review the application, justification form and the recommendations of the executive staff and either approve or deny the application. If the Department Director approves the application, he shall sign the application form which will be binding upon the department and the applicant according to its terms.

(D) The Department Director may announce certain priority classifications or funding limitations, or both, by directive.



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(2) While they are on educational stipend status, employees who have achieved regular classified status shall be placed on educational leave without pay from their classified positions. Such employees may work at the sponsoring facility while not in school at the rate of pay usually paid for such work. Students shall be given unclassified appointments.

(3) The department shall allow no more than two (2) consecutive calendar years of educational stipend in the last two years to complete work for any degree or certificate.

(4) The educational stipend cannot be paid before the contract is signed by the Department Director.

(5) The department's Central Office of Human Resources shall maintain records of the awarding and use of educational stipend and prepare periodic reports.

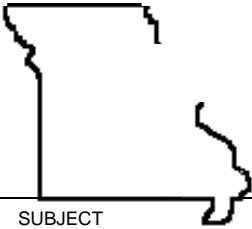
(6) Employees or students shall incur a service obligation of two (2) months for every one (1) month paid on educational stipend. If the employee on stipend fails to complete the service obligation, the facility shall notify the Office of Human Resources and demand reimbursement from the employee for the educational stipend for the uncompleted service obligation. If a person on educational stipend does not satisfactorily complete the education, then the person shall repay the stipend. The facility shall thoroughly document the default of service obligation and send the documentation through the department Office of Human Resources to the Attorney General's Office for handling if the employee does not reimburse the facility upon demand.

(7) The head of the facility may specify in the application the requirement that the employee work during any periods when the employee is not attending school. The employee shall not be credited with overtime for combining hours of work with hours of educational stipend.

(8) Facilities which provide educational stipends shall have and publicize their policies to enable uniform treatment of employees in accordance with federal and state law, the department's affirmative action plan and department regulations. If facilities are limited by funds, then the facility shall determine which person shall receive the stipend by operational needs.

(9) Individuals receiving the stipends shall not earn or accumulate leave, e.g., annual, sick, holiday or overtime for the time on stipend status.

(10) Failure to comply with or assure compliance with the provisions of this Department Operating Regulation will may be cause for disciplinary action up to and including dismissal.



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(11) The Director of the Office of Human Resources will review and analyze any statutory, regulatory, or policy changes as they occur to determine their effect on the provisions of this Department Operating Regulation and will make changes as necessary.

History: Original DOR effective July 1, 1990. Amendment effective July 1, 1996. Emergency amendment effective July 1, 2002, expires March 31, 2003 . Emergency amendment made final February 15, 2003.